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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

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SCHR Members

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Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SP*
Human Resources Director

Subject: SCHR Recommendations

Date: March 23, 2010

BY TRC DATE 3-24-10
BY _____ DATE _____
BY _____ DATE _____

The following is a summary of actions recommended by the SCHR at its March 16, 2010 meeting:

1. To approve the Transportation Planning & Safety Section's request to reallocate John Fu's position from Engineer 5 DCL (TS 315) to Engineer 6 DCL (TS 317) based upon increased complexity and serving as the Department's expert for Urban Traffic Projection Analysis, Statewide Air Quality, Statewide Urban Area Traffic Demand Forecasting and Regional Economic Models.
2. To approve the Office of Engineering's request to grant a 5% temporary base pay adjustment for Peggy Jo Paine, Engineer 6 DCL (TS 317), based upon performing additional duties in association with DOA's State ERP Team. This pay adjustment will be effective from February 3, 2010 until Ms. Paine's work on the State ERP Team is completed.
3. To approve the Procurement Section's request to grant a 5% temporary base pay adjustment for Deborah Rock, Procurement Specialist 4 Exempt (AS 614), based upon performing additional duties in association with DOA's State ERP Team. This pay adjustment will be effective from January 20, 2010 until Ms. Rock's work on the State ERP Team is completed.
4. To update PPM #55, Performance Planning and Review Procedures, to add language dealing with exceptions to this policy in the event of extenuating circumstances.
5. To allow HR to make revisions to PPM #60, Employment Reference/Eligibility Checks, related to the Department's payment of Transportation Worker Identification Credential (TWIC) registration fees and to advise the SCHR members via e-mail of HR's recommended verbiage.

____ RECOMMENDED FOR APPROVAL _____ DATE _____

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____ APPROVED *[Signature]* _____ DATE 3.23.10

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HR updated the SCHR on the status of the DOTD Project Manager Job Study and Civil Service's General Circular 1795 which eliminates unused job titles, identifies sparsely populated job titles, and combines/consolidates job titles, many of which are located at DOTD. HR also updated the SCHR on recent changes to the EIS system as a result of mid-year T.O. reductions and discussed DOTD's current number of authorized in-process positions.

Finally, HR discussed Engineering Technician testing information as requested by the SCHR at a previous meeting.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.